

Commonwealth of Kentucky Department of Education

Medicaid School Based Administrative Claiming (SBAC)

Participant Training

Dated: August 22, 2014

Agenda

1. Introductions
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7. e-SivicMACS Overview
8. System Demonstration
9. Support and Contact Information

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Training Objectives

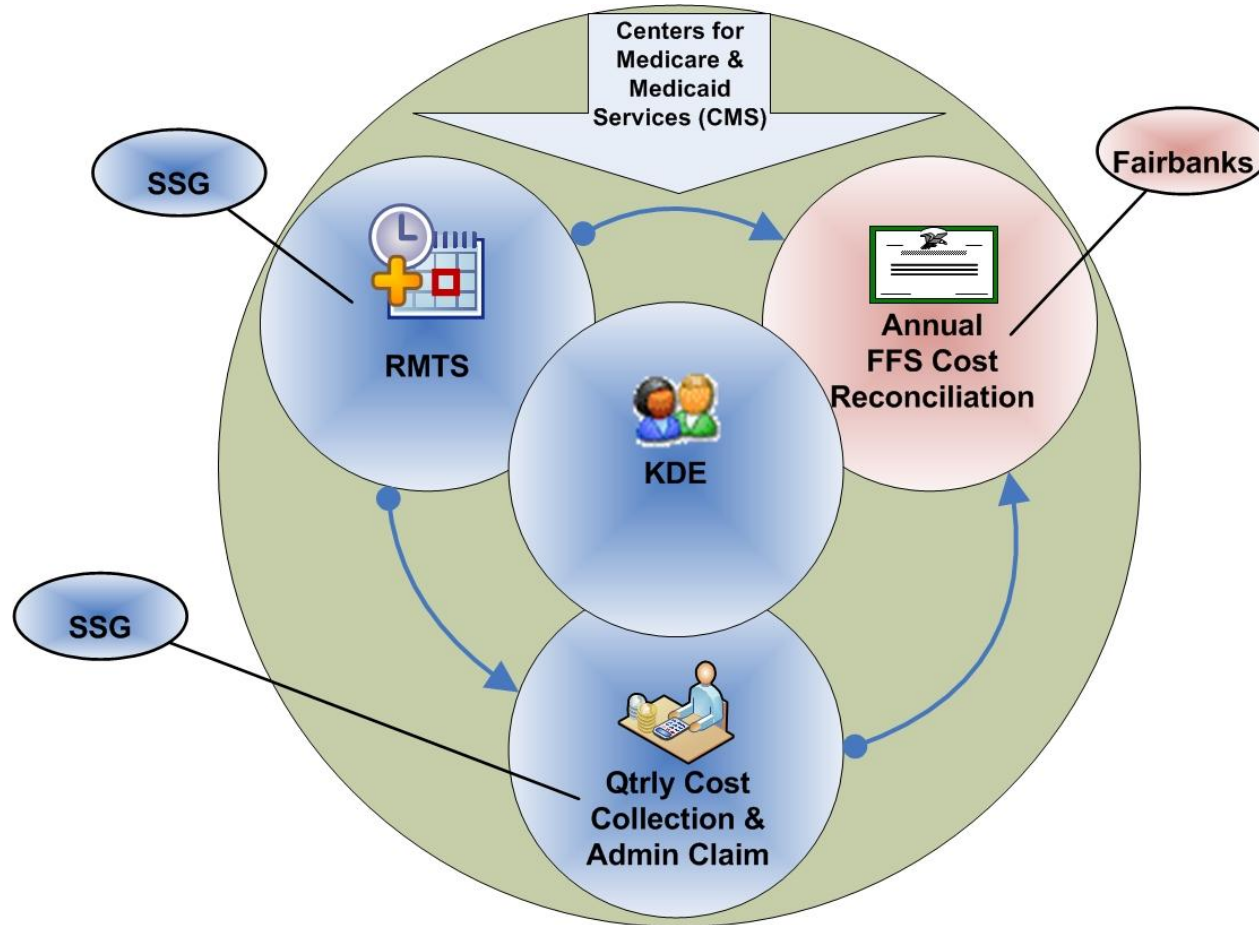
- Participants will be able to:
 - ✓ Understand Medicaid School Based Program and KY SBAC Program
 - ✓ Understand the importance of a Random Moment Time Study (RMTS)
 - ✓ Demonstrate confidence in using e-SivicMACS Overview
 - ✓ Identify Help Desk contact information

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Medicaid School Based Program

Overview of KY Medicaid School Based Program



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Medicaid School Based Program

Medicaid Program

- A health coverage program that serves millions of low-income families, children, pregnant women, adults without children, seniors and people living with disabilities
- A federally regulated program jointly funded and administered by the States
- Medicaid programs must follow federal guidelines and the State Plan

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Medicaid School Based Program

Medicaid in Schools

- The Medicaid programs benefit children and adolescents, known as Early and Periodic Screening, Diagnostic and Treatment services, or EPSDT
- EPSDT provides a comprehensive array of prevention, diagnostic, and treatment services for low-income infants, children and adolescents under age 21, as specified in Section 1905(r) of the Social Security Act (the Act)
- Services provided in schools can play an important role in the health care of adolescents and children under the Individuals with Disabilities Education Act (IDEA) or through school-based and other school-centered programs

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Medicaid School Based Program

Medicaid in Schools

- School districts may access federal Medicaid funds for certain IEP services provided to school age students
- Students must be Medicaid eligible
- Must be EPSDT services and included in the State Plan
- Allowable services must be prescribed in the IEP
- Services include:
 - ✓ Periodic health screenings
 - ✓ Vision services
 - ✓ Dental services
 - ✓ Hearing services

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Medicaid School Based Program

Medicaid in Schools

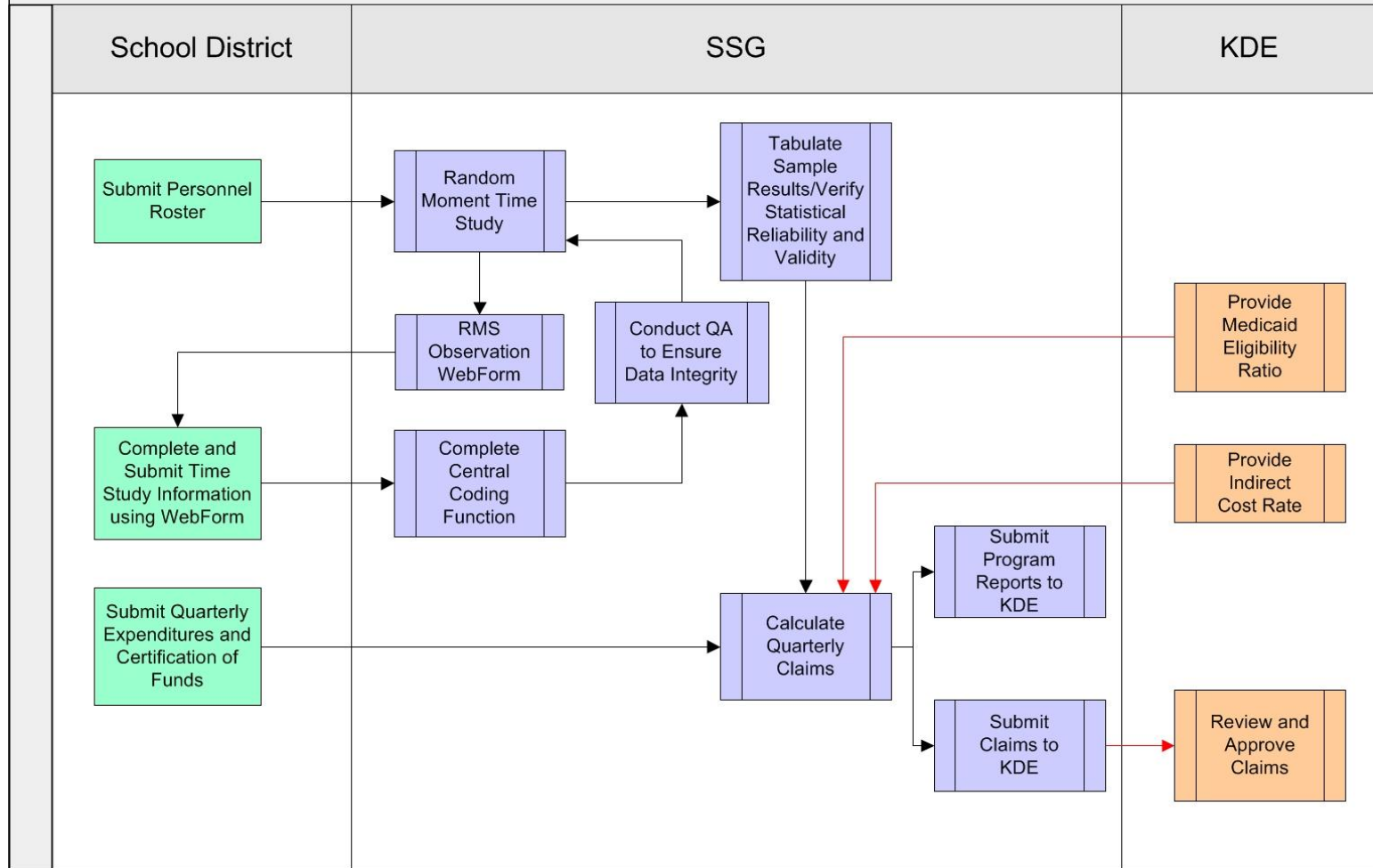
- Services provided in the school setting may include:
 - ✓ Physical therapy
 - ✓ Occupational Therapy
 - ✓ Speech, Hearing and Language Services
 - ✓ Audiology
 - ✓ Personal Care Services
 - ✓ Nursing
 - ✓ Transportation
 - ✓ Rehabilitative Services

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KY SBAC Overview

SBAC Data Collection and Claim Process



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KY SBAC Overview

KY SBAC Program Administration

- Kentucky SBAC is jointly administered by the Kentucky Department for Medicaid Services (DMS) and the Kentucky Department of Education (KDE)
 - ✓ Set program policy
 - ✓ Monitor documentation and claiming for covered services
 - ✓ Audit claiming practices
- Center for Medicare & Medicaid Services (CMS) is the Federal Agency that oversees the Medicaid program for all States, develops and monitors policy regulations and compliance

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KY SBAC Overview

Program Activities Overview

- Reimbursement of certain Medicaid program administrative costs and activities include:
 - ✓ Medicaid outreach and related training
 - ✓ Facilitating Medicaid eligibility application
 - ✓ Health-related referral activities and provider networking
 - ✓ Quality Assurance
 - ✓ Monitoring of health service delivery
 - ✓ Medical service program planning, policy development, and interagency coordination
 - ✓ Arranging for Medicaid-related transportation and provision of Medicaid-related translation

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KY SBAC Overview

Program Activities Overview

- As part of the Random Moment Time Study (RMTS) process, the SSG Central Coder determines which activities are reimbursable, based on the response text submitted by the Participant
- A few examples of Activities which are reimbursable include:
 - ✓ Providing information to individuals and families regarding the Kentucky Medicaid program and available services
 - ✓ Scheduling and/or coordinating EPSDT screens or other medical and mental health diagnostic services
 - ✓ Gathering relevant information that may be required for service referrals
 - ✓ Developing internal plans and strategies to improve health service delivery and eliminate gaps
 - ✓ Attending a parent meeting for a child that may need outside health or counseling services

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RMTS Overview

What is Random Moment Time Study (RMTS)?

- A federally-approved time recording method
- Used to determine costs
- Identifies time and effort allocated to federal programs (Medicaid)
- Necessary for the participating school districts to claim federal reimbursement
- Two Cost Pools
 - Administrative Cost Pool – AP
 - Direct Service Cost Pool – DSP

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RMTS Overview

What is Random Moment Time Study (RMTS)?

- e-SivicMACS is the SSG RMTS and Admin Claiming System
- A subset of moments (a sample) is randomly chosen from the total universe (pool) of available staff minutes
- All moments (observations) are randomly selected by the system
- RMTS is not a performance evaluation tool
- Timeliness is very important. Participants must respond within **5 school days** of their moment.
- Participants indicate exactly what they were doing at the sampled moment
- **TIMELINESS AND ACCURACY ARE KEY**



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RMTS Overview

RMTS Challenges

- Low participation
- Incomplete responses
- Inappropriate responses
- Other challenges ...

- Ultimate goal –



TIMELY AND ACCURATE RESPONSES

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RMTS Overview

Why Participate?

- Receive reimbursement for Medicaid Administrative (SBAC) and Direct Service (FFS) Costs
- Ensures the State's Program meets all federal and State regulations and guidelines
- Receive additional funds to help students
- Standardized Cost Reporting and Admin Claiming
- 85% response rate required for each participating district
- GOAL IS 100% RESPONSE RATE

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e-SivicMACS Overview

- Observation Timeline
 - ✓ Each notification is sent in a separate e-mail and must be responded to individually
 - ✓ Pre-notifications sent 5 school days and 1 school day before moment
 - ✓ Notification 0-5 minutes before the moment
 - ✓ 1st Reminder sent 1 school day after moment; copy sent to Coordinator
 - ✓ 2nd Reminder sent 2 school days after the moment; copy sent to Coordinator and Administrator/Principal
 - ✓ Observation automatically expires after 5 school days

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RMTS Participant Functions

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RMTS Participant Functions

e-mail Notification

- Within 5 minutes of the observation time, Participant will receive an e-mail with the following information:
 - ✓ The sample moment date and time
 - ✓ Participant/Employee ID
 - ✓ Instructions on accessing and completing the observation form
 - ✓ A hyperlink to the e-SivicMACS observation form
 - ✓ Contact information for questions or concerns

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RMTS Participant Functions

Completing Observation Form

- e-mail Link directs the Participant to the Login screen
- Enter Participant/Employee ID
- Review each Training screen carefully and click “Next” until Observation Form is displayed
- Complete following fields SPECIFIC to the Moment Date/Time
 - ✓ Were you working during sampled moment? – Yes/No
 - ✓ Who was with you? – student, other professionals, etc.
 - ✓ What were you doing? – be specific
 - ✓ Why were you performing the activity? – indicate if part of student’s IEP, etc.
 - ✓ Is this activity regarding a Special Education Student? – Yes/No
 - ✓ Is the service you provided a part of student’s IEP? – Yes/No
- Click “Save and Exit”

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RMTS Participant Functions

Participant e-mail

The Participant will receive an email with a message similar to the one below

From: demoerms@sivicsolutions.com
Sent: Monday, June 10, 2013 2:56 PM
To: ldamon@demo.com
Subject: Immediate Response Needed - Random Moment Survey

Hello Lindsay Damon:

You were selected for random moment sampling at 2:53 PM (EST) on Monday, June 10, 2013.

Employee ID: LDAMON

CLICK ON THIS LINK TO RESPOND TO YOUR MOMENT

[Observation Link](#)

**1. Message includes
Employee/Participant ID**

2. Click on link



- 1) To access your random moment, click on the "Observation Link" above.
- 2) On the initial sign-on screen enter your employee ID, which is provided above.
- 3) After the random moment is displayed, please select the applicable school from the drop down menu.
- 4) For all sample moments, you must provide comments in sufficient detail to document your activity.
- 5) Click Save and Exit to complete your random moment.

Completion of the random moment is MANDATORY. The form must be completed, even if you were not working during your selected moment.

If you have any questions or difficulty in completing your random moment, please contact your RMTS Coordinator immediately by telephone or email.

Do not respond to this email, but call or email the RMTS Coordinator.

Thank you,
RMTS Coordinator

	Kentucky Medicaid SBAC - e-SivicMACS Sign into Your Account	
<div>Employee ID <input type="text"/></div> <div><input type="button" value="Login"/></div>		

**3. Enter Employee/Participant ID
Click "Login"**

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RMTS Participant Functions



Participant Training Screen (1)


	Kentucky Medicaid SBAC - e-SivcMACS Observation Instructions	
Program Overview		
<p>This time study is required by the Federal government in order for your school district to determine how much time is spent doing administrative and outreach activities as well as direct services. <u>Your participation is mandatory, but will only take a few minutes of your time</u></p>		
What is the School-Based Services Program:		
<p>The School setting offers unique advantages and opportunities to reach children and families to inform and encourage them to enroll in Medicaid Program, as well as to provide assistance to students in accessing medical services. Most children attend schools, and since most parents consider schools a trust conduit for important information, schools are a critical link to reach uninsured children who may qualify for Medicaid Services. Public schools in Kentucky provide physical health, mental health, and substance abuse care services. Coordination and follow-up activities are provided when screenings and evaluations identify a specific need of the student. Federal statute and regulations allow for reimbursement by Medicaid to certain governmental entities that provide Medicaid-related outreach services</p>		
<div>Previous Next Exit</div>		

1. Read, Understand and Click “Next”


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RMTS Participant Functions

Participant Training Screen (2)



Kentucky Medicaid SBAC - e-SivcMACS
Observation Instructions



What is Random Moment Time Study (RMTS)?


The Random Moment Time Study (RMTS) process is a federally approved technique of polling a statistically valid sampling of randomly selected participants. The RMTS method measures the work effort of the entire group of approved participants involved in the schools Medicaid and health-related services programs by sampling and analyzing the work efforts of a randomly selected cross-section of the group. A computer program chooses each moment randomly from the total working hours of all the school days of the entire quarter and assigns the selected moment to an eligible participant. Notification of the chosen moment will go out to the chosen participant one week prior to the selection of time. After "living" the moment, participants will document their activity in a narrative format.

[Previous](#) [Next](#) [Exit](#)


1. Read, Understand and Click "Next"

RMTS Participant Functions

Participant Training Screen (3)



Kentucky Medicaid SBAC - e-SivicMACS
Observation Instructions



What is my role in the RMTS?:

In the Random Moment Time Study process, moments of the time are selected throughout the entire quarter, and are randomly assigned to district staff for completion.

As a district staff person who potentially performs reimbursable outreach activities or direct service activities, your role in the time study process is to document the activity you were performing at the specific moment in time selected during our work day. You will document your activity by answering five questions.

Who was with you?

What were you doing?

Why were you doing this activity?

Is this activity regarding a Special Education student?

Is the service you provided part of the child's IEP?

Each time you are selected, you will receive an RMTS notification that identifies one moment for which you will need to document your activity. There is a possibility that you may be selected for multiple moments within a quarter. It is essential that you follow these instructions completely.

In the Random Moment Time Study process, moments of time are selected throughout the entire quarter, and are randomly assigned to district staff for completion.

[Previous](#) [Next](#) [Exit](#)

1. Read, Understand and Click “Next”

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RMTS Participant Functions



Participant Training Screen (4)



Kentucky Medicaid SBAC - e-SivMACS
Observation Instructions



Examples of Random Moments for the Direct Service Cost Pool:

1) Who was with you?
A student

2) What were you doing?
Giving physician prescribed medication

3) Why were you doing this activity?
Required by the student's IEP (health related)

1) Who was with you?
School Staff

2) What were you doing?
Developing internal plans and strategies to improve health services delivery and eliminate gaps

3) Why were you doing this activity?
Required by the students IEP and treatment facility as an educational component

1) Who was with you?
School Staff and a consultant

2) What were you doing?
Discussing a health related observation on a special education student

3) Why were you doing this activity?
To gain information on programming for a special education student

1) Who was with you?
A small group of students

2) What were you doing?
Meeting students for direct therapy

Previous

Next

Exit

1. Read, Understand and Click “Next”


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RMTS Participant Functions



Participant Training Screen(5)



Kentucky Medicaid SBAC - e-SivieMACS
Observation Instructions



Examples of Random Moments for the Administrative Cost Pool:

1) Who was with you?
Guidance counselor

2) What were you doing?
Adjusting a student's schedule

3) Why were you doing this activity?
To allow the students to attend a group called CAST (coping and support training)

1) Who was with you?
Counselors and administrators

2) What were you doing?
Meeting with the counselor and administrators on at risk students

3) Why were you doing this activity?
Make a plan on what to do about a mentoring program

1) Who was with you?
District and School Administrators

2) What were you doing?
I was attending a conference on Professional Learning Communities

3) Why were you doing this activity?
I am interested in establishing our school as a Professional Learning Community

1) Who was with you?
Occupational therapist

2) What were you doing?
Consulting about therapy for a student

Previous

Next


Exit

1. Read, Understand and Click “Next”

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RMTS Participant Functions

Participant Training Screen (6)



Kentucky Medicaid SBAC - e-SivicMACS
Observation Instructions



Instructions:

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any time other than your selected moment.
2. Answer the activity questions with enough detail about your activity so that if yo are asked about your assigned moment during a possible audit, you are able to easily recall the activity you were doing without revealing student information
3. Be sure to click on the box which states that **"By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the administrative claiming program, my role in the program, and how to accurately complete the Random Moment Time Study."** If you do not select this box, the submit button will not populate and your moment will not be submitted
4. If you have any questions about completing this process, please contact SSG at (877)-916-3222

[Previous](#) [Next](#) [Exit](#)


1. Read, Understand and Click "Next"

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RMTS Participant Functions

Participant Observation Form



Kentucky Medicaid SBAC - e-SivicMACS
Observation Form



Sample 2014-2015 Q1 Sample-AP
[Instructions](#)

Participant Name Manziel, Johnny

Region Jefferson County Public Schools

Moment 7/14/2014 9:03:00 AM

Observation Type Electronic

Observation ID 1734

Were you working during sampled moment? *

Who was with you? *

What were you doing? Please be as specific as possible *

Why were you performing this activity? *

Is this activity regarding a Special Education student? ("Unknown" is not applicable when delivering direct medical service at the time of moment) *

Is the service you provided part of child's IEP *

By submitting this information, I attest that I have read the materials on this site and certify that I understand the purpose of the Medicaid Administrative Claiming program, my role in the program, and how to accurately complete the Random Moment Time Study

Yes, I was working

test1

test1

test

Yes

No

1. Complete all fields

2. Save and Exit system

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RMTS Participant Functions

Things to Remember

- Corrections can be made (within 5 school days of the moment) by clicking the Observation Link in the original e-mail
- The moment expires and is locked after 5 school days and can no longer be accessed or updated
- A reminder e-mail is sent after 1 school day if a response has not been received; copy sent to the Coordinator
- A 2nd reminder e-mail is sent after 2 school days if a response has not been received; copies sent to the Coordinator and Administrator/Principal

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Contact Information

- **Live Support: 8am – 5pm eastern time**
- **By Phone:**
 - ✓ Toll Free: 1-877-916-3222
- **By e-mail:**
 - ✓ kysupport@sivicsolutionsgroup.com

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Questions



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